

**COUNTY COMMISSIONERS OF CAROLINE COUNTY**  
109 Market Street, Room 106, Denton, Maryland

**WORK SESSION**  
**June 5, 2018**

Present: President, Larry C. Porter; Vice President, Wilbur Levensgood; Commissioner, Daniel J. Franklin; Heather Price, County Attorney; Ken Decker, County Administrator; Sara Visintainer, Chief of Staff; and Jennifer Farina, Administrative Coordinator

The Work Session convened at 9:04 a.m.

**Topic One: Agreement with the YMCA of the Chesapeake for Land Donation**

Derek White and several YMCA Board members greeted the Commissioners and stated that they were excited to discuss the potential of building a full-size YMCA in Caroline County. Mr. White stated that an agreement between the Caroline County Commissioners and the YMCA of the Greater Chesapeake had been drafted, stating that the County would be donating acreage to the YMCA in order to build a full-service facility for the residents of Caroline County. Mr. White stated that a facility of this capacity would allow for community wide events, wellness space and space for educational programs such as swimming lessons.

Commissioner Franklin stated that he is excited to move forward with this project. He stated that he would like to have a time line drafted to ensure that within the next five years construction will begin on the piece of property donated. Commissioner Porter stated that he would like to see the YMCA continuing to partner with Caroline County Recreation and Parks to coordinate summer programs as well as after school activities. Mr. White stated that a concept plan will be drafted in the agreement to ensure the project will happen within the next five years. He also stated that the YMCA will partner with community agencies in Caroline County to ensure the community is receiving the best opportunities for wellness and fun.

A discussion took place regarding how much land was needed, and Mr. White said the YMCA was requesting 20 acres, which would give them adequate space for parking, fields, and future expansion. The Commissioners expressed some concern about the amount of land, but agreed to consider it further.

The Commissioners thanked the board members for attending the meeting and stated that a draft agreement would be finalized for approval during an upcoming Commissioners meeting.

**Topic Three: Bridge Design and Engineering Process and Timeline**

Charles Copper and Bryan North, Public Works were accompanied by Jeffrey Robert, Division Chief, Bridge Design, from the State Highway Administration to discuss upcoming bridge projects in Caroline County. Mr. Copper stated that the two upcoming bridges in the County that will need to be rebuilt are located in Smithville and on Longswamp Road. The Commissioners asked Mr. Robert what his timeline would be in finalizing upcoming bridges in Caroline County. Mr. Robert stated that the State Highway Administration has a local process for bridge redesign and construction which take two and half years for completion. He stated that the process begins with data collections and making sure you have approvals regarding endangered species that could be in the area. The Commissioners stated that they felt two and half years seemed like an excessive amount of time, due to the small size of the bridges. Mr. Robert stated that if permitting process were moved through quickly and the bridge was marked as urgent, the time frame could be reduced to 15 months.

Commissioner Franklin stated that the County was told that the time frame was so long due to the engineering process and their heavy work load to finalize bridge projects on the Eastern Shore. Mr.

Robert stated that the process with engineering firms could be an issue, however the time frame can be heavily swayed based on the results of the required environmental studies.

**Topic Four: Employee Advisory Board**

Don Reed, Pete Brelia, members of the Employee Advisory Board, stated that the Employee Advisory Board (EAB), has been working on options for a new sick leave bank since February when the County had to adopt “sick and safe leave.” Option one is to leave things the same, Option two changes from a donation-based program to a program where everyone is automatically enrolled and one of the 12 sick days a year we give is diverted to the shared risk pool. The EAB will be starting to meet with every department next week to get their thoughts so they can bring the Commissioners a consensus recommendation. Mr. Reed stated that once they have spoken with member from each Caroline County department they will choose the option the employees ask for to recommend.

**Topic Five: Potential Amendment to Ordinance #2018-03 Ordinance, Chapter 175 – Zoning – Administration and Enforcement – Zoning Administrator**

Ms. Visintainer stated that at the public hearing, Commissioner Franklin mentioned wanting to explore a potential amendment related to how complaints are investigated. Commissioner Porter followed up last week with an email suggesting implementing a Departmental Standard Operating Procedure for the handling of complaints, rather than including language in the Code. Doing so would ensure that complaints are handled in a way that is consistent with the philosophy of the governing body, but allow the process to change and evolve over time.

Ms. Freeman reviewed the current process for the handling of complaints, stating that all complaints received by the office of Planning and Codes are logged into the violation database. She stated that anytime action is taken on the specific complaint, it gets logged into the database for tracking purposes. Mr. Decker stated that when the Department’s new software is implemented, the Planning and Codes department could allow the Commissioners access to the database, to ensure they know what is happening on the end of complaints. Ms. Freeman stated that she could have staff address that request.

The Commissioners agreed that developing a Departmental SOP would be adequate to address their concerns. Staff was directed to write the policy and submit it the Commissioners electronically for their review. Staff was also directed to schedule the third reading and potential enactment of the Ordinance for the next meeting.

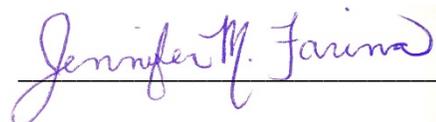
**Topic Six: Collections Site Staffing**

Jake Jacobs, Department of Public Works, stated that Maryland Environmental Services (MES) have been operating collections sites in Preston, Melville and Federalsburg for the County over the past 5 years. Mr. Jacobs stated that MES would like to renew their contract with the County to continue providing their services to the collection sites with the total proposal being \$61,000. The Commissioners asked if the County provided any equipment for the collections sites and Mr. Jacobs stated that MES maintains all equipment. The Commissioners asked staff to have the contract drafted for an upcoming Commissioners meeting.

**Topic Seven: Commissioners Open Discussion Period**

All three Commissioners attended several events throughout the County, including new teacher appreciation breakfast.

There being no further discussion the meeting ended 10:00



A handwritten signature in blue ink, reading "Jennifer M. Farina", is written over a horizontal line.

Jennifer M. Farina